

Parent governor vacancy letter

Dear parents,

Following a recent resignation, we currently have a vacancy for a parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the governing board.

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all governors is four years.

There are no particular qualifications or experience required for the role, but we are keen to ensure the board membership is representative of the school community. We would particularly welcome nominations from parents / carers in our under-represented or minority groups. Additionally, we would be keen to receive nominations from people with experience in human resources, communications, finance or property management.

At Air Balloon Hill Primary School we always aim for positive and purposeful partnerships with parents, which undoubtedly brings important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing board's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement. Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board up to six times a year and meetings, which are held in school, start at 6.00pm and finish around 8.00pm. If needed, additional meetings are planned with seven days notice. We also have a finance committee and quality of education committee, meetings for these are also held outside of school hours. All governors are invited to join the committee that their skills and experience match with or they have a particular interest in.

Governors are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

More information about being a governor can be found on the governor pages of the school web site - www.abhps.com/governors/. Should you have any questions about the role please do not hesitate to contact myself through the school office, Mr Browse or any member of the Governing board listed on the school website.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a buddy. Full training for the role is also available via the local authority Governor Development service.

If you are interested in this important role you can be nominated or self-nominate on the attached form, which should be submitted to the school office by **12.00 noon on Friday 29th September 2023**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role, someone you trust to represent the views of parents when working with other governors and the headteacher, and to

promote high standards and strategically develop the school. A parent governor's role is not to represent individual parents' views or to report back directly to parents, but to be representative of the parent body.

If there is more than one nomination, an election will be held on Friday 13th October 2023 and all parents will be sent information on how to vote.

Yours sincerely,

Nikki Jackson

Chair of Governors ABHPS

Parent governor nomination form

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position

Section one – self nomination

I wish to nominate myself for the role of parent governor at Air Balloon Hill Primary School. I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of parent governor at Air Balloon Hill Primary School. I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.	
Nominee's details	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	
Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

Please attach a short statement (no more than 100 words) which will be included on the ballot paper if an election is required

Please return your nomination form to the school office no later than **12.00 noon** on **Friday 29th September 2023**. The returning officer for this election is Sally King, Data Manager

If there are more nominations than vacancies, an election will be held on Friday 13th October 2023 and all parents / carers will be sent a voting paper.